



Local Tax Due - Template Letter

[to be printed on agency letterhead]

(date)

Dear (name) :

Your work in (city or county) is subject to the occupational (local) tax for (tax entity). This occupational tax was not withheld on your wages for the following period: (date span).

The wages earned during this period subject to occupational tax are (wages subject). The occupational tax rate is (rate). The tax due for this period is (amount of tax due).

Please contact the occupational tax administrator(s) for (City and/or County) at (address and phone number, for both city and county if appropriate) regarding submitting the occupational tax due. A worksheet is attached to provide to the occupational tax administrator.

If you have any questions regarding this matter, please contact your Human Resource Administrator at (phone number).

Sincerely,

(signed by agency representative such as HR Administrator)